

## DUTY STATEMENT

| 1. POSITION INFORMATION  |  |
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| Civil Service Classification<br>Information Technology Specialist I  | Working Title<br>Lead Project Management Office Analyst  |
| Employee Name  | Position Number<br>791-790-1402-014  |
| Project/Division Name<br>Case Management, Information & Payrolling System  | Supervisor's Name  |
| Unit<br>Project Management Office  | Supervisor's Classification<br>Information Technology Manager I  |
| Physical Work Location<br>2525 Natomas Park Dr., Suite 100, Sac, CA 95833  | Duties Based on:<br><input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction  |
| Revision Date<br>2/23/2018   |  |
| 2. REQUIREMENTS OF POSITION  |  |
| <p><b>Check all that apply:</b></p> <p><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required      <input type="checkbox"/> Requires Fingerprinting &amp; Background Check</p> <p><input type="checkbox"/> May be Required to Work in Multiple Locations      <input type="checkbox"/> Other (specify below in Description)</p> <p><b>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</b></p> <p>While the current assignment resides in CMIPS, the OSI reserves the right to change assignments to best meet portfolio and business management needs within the Organization.</p>  |  |
| 3. DUTIES AND RESPONSIBILITIES OF POSITION   |  |
| <p>IT Domains used:</p> <p><input checked="" type="checkbox"/> Business Technology Management      <input checked="" type="checkbox"/> Information Technology Project Management</p> <p><input type="checkbox"/> Client Services      <input type="checkbox"/> Software Engineering</p> <p><input type="checkbox"/> Information Security Engineering      <input type="checkbox"/> System Engineering</p> <p>Summary Statement (Briefly describe the position's organizational setting and major functions):</p> <p>Under direction of the Office of Systems Integration (OSI), Case Management, Information and Payrolling System (CMIPS) management team, the Information Technology Specialist I acts as project leader in the management of the Systems Integrator (SI) vendor, other vendors and the state to ensure effective management of all CMIPS projects, contracts and contract terms and conditions. The incumbent performs complex analysis related to IT project management disciplines.</p> |  |
| Percentage of Duties   | Essential Functions  |
| 35%  | <p><b>Collaborate with Cross-Functional Teams</b></p> <ul style="list-style-type: none"> <li>• Work collaboratively with the contracts and fiscal teams to validate contractors are meeting the requirements of their contracts and information and data required is received.</li> <li>• Work collaboratively with functional area owners and the CMIPS management team to ensure contract deliverables and contract requirements are being fulfilled and are in alignment with project work plans.</li> <li>• Facilitate meetings with contractors, state staff, and other stakeholders to discuss and update issues related to the management of the CMIPS project.</li> <li>• Become the project expert on SI contract requirements.</li> <li>• Conduct deliverable reviews on various complex IT projects and provide feedback to ensure the state receives quality products from contractors.</li> <li>• Promote teamwork and support an environment that encourages participation across teams.</li> <li>• Support and encourage regular, open communication across the teams.</li> </ul> |

|                      |  |
|----------------------|--|
| 35%                  | <b>Perform Analysis &amp; Reports</b> <ul style="list-style-type: none"> <li>Track, monitor, and analyze the CMIPS project processes related to various IT project management disciplines, including but not limited to Contract Management, Document/Deliverables Management, Configuration Management, Schedule Management, Risk/Issue/Action Item Management, Change Management, Communication Management, Stakeholder Management, Financial Management (Budgets), Performance and Metrics Management, Quality Management and Operations.</li> <li>Perform complex analysis related to any of the IT project management disciplines, such as performing analysis on Microsoft Project schedules, invoices and work authorizations, cost estimations, risk and issues, change requests and project metrics.</li> <li>Collect and consolidate information related to contractor performance, dashboard metrics, and project activities for the effective management of the CMIPS contract requirements.</li> <li>Develop and deliver presentations, prepare reports, roadmaps, procedures, schedules and status of various complex IT project management activities.</li> <li>Coordinate the collection and assembly of the content required for the creation of reports, such as the Weekly Project Director's report. Prepare the Executive Summary for the report and work with others within the CMIPS organization to track data such as compliance to SLAs, topics in need of resolution or decisions, project successes and delays, contract requirements not being met, and other issues as they arise.</li> <li>Prepare meeting agendas, analyze topics for discussion, create and disseminate meeting minutes and support the maintenance of the CMIPS project Decision Log.</li> <li>Coordinate with the contract management team to ensure updates of the SI vendor's SOW updates are captured and changes to existing requirements or new requirements are known to the team.</li> <li>Coordinate with the budget team to ensure accuracy of the fiscal activities including budget monitoring and comparing invoices against work authorization.</li> <li>Provide management with both the required information and recommendations for action to be taken.</li> <li>Lead efforts to mitigate issues and barriers in support of the effective and timely completion of IT project management activities.</li> </ul> |
| 25%                  | <b>Lead Process, Training and Continuous Improvement Activities</b> <ul style="list-style-type: none"> <li>Provide leadership and guidance to team members and other project staff on IT project management processes, procedures, practices and standards.</li> <li>Provide leadership on specific IT project management activities toward meeting the goals and objectives of the project.</li> <li>Adhere to accepted statewide project and portfolio management practices.</li> <li>Support the continuous improvement of the CMIPS project management methodology, templates, documents, tools, and related processes as well as making recommendations for improvement.</li> <li>Lead and support efforts to increase the level of project management maturity within the organization.</li> <li>Educate team members on contract requirements either through one-on-one sessions or by providing training to groups.</li> </ul>   |
| Percentage of Duties | Marginal Functions   |
| 5%                   | Perform other duties as assigned.  |

#### 4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

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|--|--|
| Standing: Infrequent (7-12%)                         | Sitting: Frequent (51-75%)                             |
| Walking: Infrequent (7-12%)                          | Temperature: Temperature Controlled Office Environment |
| Lighting: Artificial Lighting                        | Pushing/Pulling: Not Applicable                        |
| Lifting: 1-25% of the time                           | Bending/Stooping: Not Applicable                       |
| Other:   |  |
| Type of Environment: a. Cubicle b. Select            |  |
| Interaction with Public: a. N/A b. Select c. Select. |  |

#### 5. SUPERVISION

Supervision Exercised (e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates)

## 6. SIGNATURES

### Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Employee's Signature

Date

### Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the Employee.

Supervisor's Name (Print)

Supervisor's Signature

Date

## 7. HRD USE ONLY

### Human Resources Division Approval

☐ Duties meet class specification and allocation guidelines.

HR Analyst initials

Date approved

☐ Exceptional allocation, 625 on file.

### Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

\* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

### \*\* AFTER SIGNATURES ARE OBTAINED:

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE
- FILE A COPY IN THE SUPERVISOR'S DROP FILE